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Class Specifications  
for the Class:

PROFESSIONAL TRAINEE I

DISTINGUISHING CHARACTERISTICS:

**Complexity:** As an entry level trainee, receives on-the-job training in the principles, concepts, work processes, methods and techniques, and reference material fundamental to professional aspects of the professional work to be performed, and orientation to the goals, objectives, philosophy, policies, procedures, rules and regulations pertinent to the assigned program. Work assignments are clear cut, routine, and are selected and designed to develop the employee for work of a higher level and progression to the journey worker or higher level in the occupation/series.

**Supervision Received:** Receives close supervision and guidance from the supervisor or other higher level worker. Specific and detailed instructions as to the tasks to be performed, the procedures to be followed, and the manner in which finished work is to be submitted, are outlined at the time the assignment is made. Training and work assignments are closely and critically reviewed for compliance with instructions, thoroughness, and application of standard practices and techniques and to assure potential for further training and development. Continued guidance and instruction are provided during the progress of the assignment.

Recommendations made at this level are closely reviewed in all respects by the supervisor or higher level specialist.

**Knowledge, Skills and Abilities:** Employees are expected to have knowledge of research methods and techniques; report writing; problem solving methods and techniques; knowledge of and the ability to apply basic principles, concepts, work processes, and reference material fundamental to the professional work to be performed; ability to successfully complete assignments selected to develop the employee for higher level work; and establish and maintain effective working relationships with others.

EXAMPLES OF DUTIES: (The following examples of duties are generally stated and are not necessarily descriptive of any one position in this class. Duties statements specific to the occupation are not included in this generic class. However, the omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of positions should be based on the entire specifications and not solely on the examples of duties listed.)

1. Attends orientation and training sessions.
2. Performs simple tasks and work assignments in the occupational specialty and receives formal and on-the-job training for the purpose of gaining knowledge and developing skill in:
  - a) the basic principles, concepts, work processes and reference material fundamental to the professional work to be performed;
  - b) the goals, objectives, philosophy, policies, procedures, rules and regulations pertinent to the program; and
  - c) the application of work processes and techniques.
3. Accompanies higher grade specialists on field trips as an observer.
4. Analyzes problems, applies appropriate guides and standards, conducts fact-finding, draws sound conclusions and prepares written reports of findings and recommendations.

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This is the first class specification for the new class,  
PROFESSIONAL TRAINEE I.

Effective Date: 12/9/93

DATE APPROVED: 12/9/93

/S/ Ann K. Kon

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